

# **STANDING ORDERS OF THE DIOCESE OF NELSON SYNOD [2003]**

## **Pre-session arrangements**

- 1.** Except as otherwise provided by these Standing Orders, no Statute to enact, repeal or amend a Statute of the Synod or any Motion is to be brought to Synod unless notice in writing setting forth in full the details of the proposal has been given to the Diocesan Secretary at least 60 days before the Session begins.
- 2.** A copy of every such Statute and every such Motion with a full statement of the general intention of it shall be sent to each member not less than 28 days before the Session begins.
- 3.** Any member may before the first day of each Session give to the Diocesan Secretary notice of an intention to move an Amendment to any Motion of which notice has been given. If practicable, the Diocesan Secretary shall send such notice of Amendment to each member of Synod but, if not, the notice of Amendment shall be included in the Order Paper for the first day of the Session. Any Amendment for which notice has been given this way shall be considered during the debate on the original Motion and shall be disposed of before any other Amendments to the original Motion are introduced. When more than one such notice of Amendment is received they shall be considered and disposed of in the order in which they were received.
- 4.** Reports and statements of accounts shall be posted to each member of the Synod not less than 28 days before the Session begins.
- 5.** Reports of Committees having leave to sit during the recess shall be forwarded to the Diocesan Secretary at least 42 days before each Session and shall be circulated to each member not less than 28 days before each Session.
- 6.** The President may before the end of each annual Session announce the date of the next annual Session and shall not less than 28 days before each Session of Synod issue a summons to each Member specifying the days and hours of each sitting of the Session.
- 7.** Members who are unable to attend the whole or any part of the Session shall notify the President.
- 8.** The mover or promoters of a Motion or Statute may lodge with the Diocesan Secretary an explanatory note about it. If the note is received at least 60 days before the Session begins and, in the opinion of the Diocesan Secretary, is directed only to matters of explanation (and not advocacy) the note shall be printed with the Notice of Motion or Statute in the papers dispatched to Synod members before the Session.
- 9.** Standing Committee or the President may lodge with the Diocesan Secretary, at least 42 days before any Session begins, comment, advice or opinion on any Motion or Statute, which shall be printed with the Notice of Motion or Statute in the papers dispatched to Synod members before the Session.

## **General conduct of business**

**10.** Members of the Synod shall meet for the transaction of business in the same Chamber. However, if any three members of the clergy request it, the members of the clergy may withdraw to another room for deliberation on the request. Similarly, if any three members of the laity request it, the members of the laity may withdraw to another room for deliberation on the request. Each Order so withdrawing shall elect its own Chairperson. During such withdrawal, Synod shall stand adjourned.

**11.** The Bishop shall convene the Synod. In the absence of the Bishop, the Bishop's Commissary, specially so authorised, shall convene the Synod.

**12.** The Bishop or his Commissary shall be President of the Synod and shall preside at the opening and conclusion of the proceedings of Synod and at such other times as he or she considers it to be appropriate.

**13.** For the remainder of Synod the Bishop may invite any other member of Synod previously approved by the Standing Committee to preside from time to time in his place. The person actually presiding from time to time is referred to as "the President".

**14.** Meetings of the Synod shall be open to the public, but if the Synod requests it, the President shall at any time order strangers to withdraw.

**15.** The President shall fix and make known the times that Synod will sit.

**16.** If half an hour after the time appointed for a sitting of Synod, a quorum is not present in accordance with Title B, Canon II, Clause 11 [the President, one-fourth of the Clergy, being not less than four, and one-fourth of the Lay members, being not fewer than seven], the President shall adjourn the meeting until the time appointed for the next sitting.

**17.** If at any time a member requests that Synod be counted, the President shall immediately ring his bell. If after two minutes there is not a quorum present, Synod must stand adjourned to a time appointed by the President being not later than the time appointed for the next sitting.

**18.** Before the first day of a Session, Standing Committee shall appoint up to four Members of Synod whom the President may invite from time to time to preside in his place and shall appoint two Secretaries, one Clerical and one Lay. Synod may also at any subsequent time appoint a Deputy Clerical Secretary or a Deputy Lay Secretary.

**19.** The Secretaries shall prepare the Order Paper for each sitting day in accord with the directions of the Order Paper Committee appointed under Standing Order 21 and keep regular minutes of the proceedings of the Synod. During the Session, the Secretaries shall have custody of all books, papers, and documents relevant to the Session; at the close of the Session, they are to give them to the Diocesan Secretary.

**20.** The Diocesan Secretary shall provide an Attendance Book in which Members shall sign their names each day when attending the Synod.

**21.** Before each Session begins, the President shall appoint an Order Paper Committee of not more than three persons. Before and during each Session, the committee shall arrange the order in which matters are placed on the Order Paper and allocate times for consideration of Reports and other matters requiring particular attention. In arranging the Order Paper, the Committee shall take into consideration the order in which Notices of Motion shall have been received but shall not be bound to place them on the Order Paper in that order.

## **Introduction of business**

**22.** No member shall introduce any matter for determination or consideration by Synod except:

22.1 under notice given under Standing Order 1, or

22.2 where the President rules that the matter

22.2.1 is of urgency

22.2.2 is of immediate public interest or

22.2.3 has arisen out of other business of which notice has been given and in any such case the notice required by Standing Order 1. could not reasonably have been given

22.2.4 where Synod without debate approves the introduction of a motion without notice

22.3 in accord with these Standing Orders.

**23.** Any matter sought to be introduced as urgent under clause 22.2 above shall be read at the start of a sitting. The matter shall be referred in writing to the President together with an explanation as to the reasons for urgency. After consideration, the President shall announce when convenient whether the matter shall be admitted or not. If admitted, it shall be referred to the Order Paper Committee for inclusion in the Order Paper.

**24.** Any matter to be introduced under Standing Orders 1 or 22 may with the consent of the member giving notice be introduced by any other member.

## **Sessional committees**

**25.** Before the first day of Synod, the President shall appoint a Sessional Committee on Minutes and may if he/she thinks fit, appoint other Sessional Committees on specified matters. Unless otherwise ordered, each Committee shall consist of not fewer than three, and not more than five members, one of whom shall be named by the President as Convener of the first meeting. Each Committee shall choose its own Chairperson, and the quorum of each Committee shall be a majority of the members, unless otherwise ordered.

**26.** The Sessional Committee on Minutes shall peruse the Minutes of each day's proceedings and make any necessary amendments and shall as soon as practicable on the next sitting day (or for the Minutes of the last day of Synod, as soon as practicable after the end of Synod) certify to the President that the minutes are a true record of the proceedings. The President shall then confirm the Minutes.

**27.** The Sessional Committee on Minutes shall include in the Minutes and cause to be printed the President's Address to Synod

**28.** When Notice of Motion has been given on any matter within the scope of any Sessional Committee, Synod may forthwith on Motion without Notice or Debate refer the Motion to such Sessional Committee, and the Motion shall be placed upon the Order Paper with a notice that it has been so referred, but shall not be debated by the Synod until the Committee has reported upon it. Any Resolution appended by the Committee to its Report on a Motion shall be treated as an Amendment to the original Motion, and shall be so moved by the Chairperson or some other Member of the Committee.

**29.** Any Report of a Sessional Committee recommending action to be taken by the Synod shall have appended to it a Motion or Motions proposing such action, which shall be moved in the ordinary course before the Synod.

**30.** Every Report of a Sessional Committee shall be signed by the Chairperson or by some other member of the committee acting on the Chairperson's behalf.

## **Petitions**

**31.** Every Member presenting a Petition shall be familiar with the contents and ensure that it does not contain language disrespectful to the Synod. Every Member presenting a Petition shall have his/her name at the head of it.

**32.** Every Petition must contain the Prayer of the Petitioner or Petitioners at the end, and must be signed by them.

**33.** No letters or other documents shall be attached to, or accompany any Petition.

**34.** No Petition shall make reference to any debate in the Synod.

**35.** Every Member presenting a Petition shall confine him/herself to a statement of the parties from whom it comes, the number of signatures attached to it, and the material allegations contained in it; to reading the Prayer, and to expressing assent to or dissent from the allegations or Prayer.

**36.** After a Petition has been presented, the question shall be put immediately "That the Petition be received". If this is carried, the Synod may on Motion without Notice or Debate direct that it be read or printed, but no further action shall be taken on it except in accord with the ordinary rules of the Synod.

## **Rules of debate**

**37.** All questions of order shall be decided by the President.

**38.** Every Member when speaking shall stand and address the President.

**39.** The speech of the Mover of a Motion shall not exceed eight minutes and that of any subsequent speaker on the Motion shall not exceed five minutes, provided that Synod may on Motion without Notice grant to any speaker one extension for not more than five minutes.

**40.** Any Member may ask the President at any time during a debate (provided another Member is not interrupted while speaking) whether in his opinion the subject has been sufficiently debated. If the President answers in the affirmative, he shall immediately take a vote of the Synod on the motion: "That the question be now put." If such Motion is decided affirmatively, the debate shall end immediately and, subject to the Mover's right of reply, the question being debated shall be put.

**41.** No Member shall pass between the President and a Member who is speaking.

**42.** Any Member may rise at any time to speak to a Point of Order.

**43.** With the permission of the Synod, a Member may explain matters of a personal nature although there is no question before the Synod but such matters may not be debated.

- 44.** Except as provided elsewhere in these Standing Orders, no Member shall bring any question before the Synod unless s/he has given notice.
- 45.** An address from the President shall be in order at any time.
- 46.** A member may, at the President's discretion, move without notice motions of appreciation or valediction.
- 47.** After a Member has given Notice of Motion, with the permission of Synod s/he may alter the terms of the Motion before it is proposed.
- 48.** The President shall confine each speaker to the subject matter of debate. No Member shall interrupt a speaker except through the medium of the President.
- 49.** The Mover of any question not being an Amendment shall be allowed to reply before the question is put. The Secunder may reserve his/her speech to any time in the debate. If the Mover of a Motion speaks to an Amendment to the Motion, s/he loses the right of reply. No other Member may speak more than once on the same question except in explanation.
- 50.** The President may take part in the discussions of the Synod without leaving the Chair.
- 51.** No Member may speak to any question after it has been put by the President and Members have voted.
- 52.** When a subject has been under the consideration of the Synod and disposed of by a negative vote, or superseded under Standing Order 53, no subject that is the same in substance shall be brought forward during the same Session; nor shall Notice of Motion on any such subject be admissible.
- 53.** A question may be superseded by an Amendment or by a Motion "That the Synod do now pass to the next business on the Order Paper"; such Motion shall be put from the Chair immediately without discussion.
- 54.** A Motion to adjourn the Synod, if seconded, shall be put from the Chair without discussion except when the Motion is for adjournment to a time later than the next sitting.
- 55.** Except when another member is speaking, any member may at any time propose "That the Synod do now go into Conference". If the Motion is carried, the Synod shall stand adjourned at the President's pleasure so that the question named in the Motion can be presented without the rules of debate in these Standing Orders. The Conference shall order its own affairs and procedure; except that the President shall determine in his sole discretion when the proceedings of the Synod shall resume.
- 56.** Except in case of a Motion or Amendment proposed by the President, no notice shall be taken of any Motion or Amendment which has been proposed but not seconded, nor shall it be entered on the Minutes of the Synod.
- 57.** After a Motion has been moved and seconded, it shall be stated by the President, and shall then be in possession of the Synod; it shall not be withdrawn unless Synod agrees without dissent.
- 58.** Provided that Standing Order 22 has been complied with a Motion which has been withdrawn by leave of the Synod may be made again during the same Session.
- 59.** Any Motion or Amendment containing more than one question shall be divided and each part put separately. On the request of any Member, the part or parts agreed to shall be put as a single motion.
- 60.** If a Debate is interrupted by adjournment under Standing Order 17, or by proceedings under Standing Orders 42 or 43, the Member in possession shall be allowed to continue his/her speech on resumption of the debate.

## **Amendments**

- 61.** A Motion which is in possession of the Synod may be amended by omitting certain words only, by omitting certain words in order to insert or add other words, or by inserting or adding words.
- 62.** No Amendment not being of a purely verbal nature shall be proposed from the Chair until it has been handed in writing to the President.
- 63.** When an Amendment to omit certain words is proposed the President shall put the question “That the words proposed to be omitted be so omitted”.
- 64.** When it is proposed to insert or add certain words the question shall be “That the words proposed to be inserted (or added) be so inserted (or added)”.
- 65.** When the Amendment proposed is to omit certain words in order to insert other words, the question of omitting such words shall be first put as before directed. If it is decided in the affirmative, the question of inserting the words proposed shall be subsequently put. If the insertion of such words is negatived, it shall be in order to propose the insertion of other words.
- 66.** No Amendment except of a purely verbal nature may be proposed to any part of a Motion after a later part of the said Motion has been amended.
- 67.** No further Amendment shall be proposed of any words after their inclusion in a Motion has been affirmed by a vote of the Synod.
- 68.** When an Amendment is under consideration by the Synod any Member may read a second or other Amendment to the Synod, but such Amendment shall not be debated until the first Amendment has been put and dealt with.
- 69.** An Amendment may not be amended until it has become the Substantive Motion.
- 70.** A Motion which has been amended shall finally be submitted in its entirety to the vote of the Synod.
- 71.** When Synod has accepted an Amendment which entirely supersedes the original Motion such Amendment becomes the Substantive Motion, and must be submitted to the vote of the Synod in place of the original Motion.
- 72.** No Member who has already spoken to the Motion before the Synod may move or second an Amendment to it; nor may a Member who has moved or seconded an Amendment move or second a further Amendment to the same Motion.
- 73.** When an Amendment is being considered by the Synod the debate shall be confined to such Amendment.
- 74.** Any Member may speak once to an Amendment before the Synod, and doing so shall not affect the right to speak to the main question whether it is amended or not.

## **Divisions**

**75.** After a question has been put by the President he shall declare on the sound of the voices on which side the majority lies.

**76.** Unless a Division is then demanded by a Member, a declaration by the President that the resolution has been carried and an entry in the Minutes of Synod to that effect shall be conclusive evidence that such resolution was carried by a majority of each Order. Similarly, if a resolution must be carried by a particular majority of each Order, a declaration by the President and an entry in the Minutes of Synod as above shall be conclusive evidence that such resolution was passed by the required majority, without proof of the number of votes cast in favour of or against such resolution.

**77.** Whenever a Division is called for, the President shall ring his bell. After an interval of one minute the doors shall be closed and no member shall be permitted to enter or leave the Chamber until after the result of the Division has been declared. As soon as the doors have been closed for a Division, the President shall a second time put the question and declare on the sound of the voices on which side the majority lies. If no Member demands a Division on the second declaration of the result, no Division shall take place. But if a Division is again demanded the President shall direct the "ayes" to pass into the lobby on his right and the "noes" into the lobby on his left.

**78.** Every Member present at the time of a Division shall vote.

**79.** The President shall appoint a Clerical and a Lay Teller for each party for the purpose of taking the Votes of the Clergy and Laity and checking the Division Lists; the Clerical Teller voting "aye" shall act with the Lay Teller voting "no", and vice versa.

**80.** The Tellers shall first record their own votes and shall then take the votes of the other Members present, first of the Clergy, then of the Laity.

**81.** Each of the Division Lists shall be signed by the two Tellers who have checked it, and shall be delivered to the President.

**82.** When he has received the Division Lists, the President shall declare the result of the Division.

**83.** The names of Members voting in a Division shall be recorded on the Minutes, if a request to that effect signed by not less than six Members is made in writing to the President before the adjournment of the sitting.

## Select Committees

84. A Motion for the appointment of a Select Committee shall contain the names of the Members proposed to serve on such Committee, and the Mover in every case shall be a Member of the Committee.
85. The Motion that a Committee be appointed and the Motion for the appointment of persons to serve on such Committee shall be decided separately.
86. Unless otherwise ordered no Select Committee shall consist of fewer than four or more than seven members. In all Select Committees the quorum shall be three Members unless otherwise ordered.
87. The Mover for a Select Committee shall convene the first meeting of it. The Committee shall elect its own Chairperson before it begins its business.
88. The Motion for appointment of a Select Committee shall name a day on or before which the Committee shall present its Report. On or before such day the Committee may ask Synod (of if not in Session, Standing Committee) for an extension of the time.
89. When the Report of a Select Committee has been read, it shall not be discussed but laid on the table.
90. Every Report of a Select Committee shall be signed by the Chairperson or by some other Member of it acting in his/her behalf.
91. Notice shall be given of any Motion that the Report be printed, or that action arising out of the Report be taken.
92. It shall be competent to Synod by Resolution to direct that a Report be referred back for further consideration by the Committee presenting it.

## Statutes

93. Subject to the provisions of Standing Order 100 any Statute may be brought into the Synod by the President at any time without notice.
94. Any Statute attached to and forming part of the Report of a Select Committee or of a Commission may be considered on Motion without Notice.
95. The Motion to be considered by Synod is that “That the (*named Statute*) do now pass”.
96. Consideration of the Statute shall be clause by clause or by part as the President shall determine.
97. The order of consideration is to be the clauses or parts of the Statute followed by any schedules followed by the preamble and title followed by the substantive Motion.
98. While Synod is considering a Statute any Member may speak more than once, or propose more than one Amendment, to the same question.
99. Before any Statute is signed by the President, it shall be referred to the President and the Chancellor, who shall examine the Statute and correct so far as they consider necessary any grammatical errors and obscurities of expression.
100. No Statute for repealing or amending any clause of any Statute or for making any addition to any Statute shall be introduced after the second day of the Session, unless recommended by a Select Committee.

## Elections

**101.** For an election, the President shall appoint two scrutineers from the Clergy and two scrutineers from the Laity.

**102.** The duties of the scrutineers shall be:

102.1 To supply each voter with a ballot paper (one colour for the Clergy and another for the Laity) for recording the name or names of the person or persons for whom s/he wishes to vote.

102.2 To collect and count the votes, distinguishing between the votes of the Clergy and the votes of the Laity. Any papers indicating votes for more or fewer persons than are to be elected shall be invalid.

102.3 To prepare, sign, and hand to the President a report as follows:

102.3.1 The number of Clergy votes cast, and the number of Lay votes cast, whether valid or invalid.

102.3.2 A list of the candidates, indicating separately the Clergy valid votes, the Lay valid votes, and the aggregate of valid votes each candidate has received.

The list shall be divided into three divisions—

the *first* having the names of those candidates who have received the votes of a majority of the Clerical members present, and also a majority of the Lay members present;

the *second* giving the names of those candidates who have received the votes of a majority of the members present of only one of the Orders, Clerical or Lay;

the *third* giving the names of those candidates who have not received the votes of a majority of the members present of either Order.

102.3.3 In each division candidates' names shall be listed in descending order of the aggregate number of votes each candidate has received in both Orders.

**103.** On receiving the Scrutineers' report, the President shall declare which candidate or candidates have so received the votes of a majority of the Clergy and of the Laity and, with his/her assent, have been duly elected.

**104.** If as the result of the ballot, the number of persons required have not been elected, further ballots shall be taken as follows:—

104.1 For the second ballot the number of candidates shall not exceed the number of positions to be filled by more than one, any candidates in excess of the number allowed in each ballot being removed from the bottom of the list.

104.2 At least one candidate's name shall be removed after each ballot unless such striking off would reduce the number of candidates to the number of positions to be filled—provided that if any candidates have the same number of aggregate votes as the candidate next above them in the same division on the list, their names shall not be removed and they shall participate in the ballot.

104.3 If after a third ballot the number of persons required has not been elected, the President shall declare to be elected to the vacant seat or seats the person or persons who have received the highest aggregate number of votes of both Orders.

## **Commissions**

**105.** Synod may by Resolution refer any matter to a Commission to report to the next Session of the Synod. Such Commission shall not necessarily consist solely of Members of the Synod.

**106.** The Resolution setting up a Commission shall name one of the Members thereof as a Convener, but the Commission shall elect its own Chairperson.

**107.** The Report of the Commission shall be treated in the same way as the report of a Select Committee.

## **Questions**

**108.** Every Question proposed to be asked of the President or of any Member of the Synod shall be with Notice; and the Answer, if any, shall be in writing. The Question and the Answer, if any, shall be read without explanation or comment on either side; but they shall not be recorded on the Minutes except by Order of the Synod, which may be made on Motion without Notice.

## **Public information**

**109.** In order to give publicity to the proceedings of Synod the Secretaries shall, unless otherwise ordered, permit copies to be taken of all documents which may be laid before Synod, and of all Resolutions and other proceedings which may be recorded on the Minutes.

## **Suspension and amendment of Standing Orders**

**110.** Any Standing Order may be suspended on Motion without Notice with the consent of all the Members present in a duly constituted meeting of Synod.

**111.** A Motion to suspend a Standing Order shall state the purpose for which the suspension is desired, and shall, if seconded, be put without debate. Suspension shall not allow for the introduction of any matter other than that specified in the Motion.

**112.** No proposal for enacting, amending or repealing any Standing Order of the Synod shall be entertained unless Notice of such proposal has been given to Members not less than seven days before a Session begins. This Standing Order may not be suspended.

## **Matters not provided for**

**113.** Matters not specifically provided for in these Standing Orders shall be governed by generally understood rules of meeting procedure as determined by the President.